



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

16 JUL 2002

CEPR-P (715)

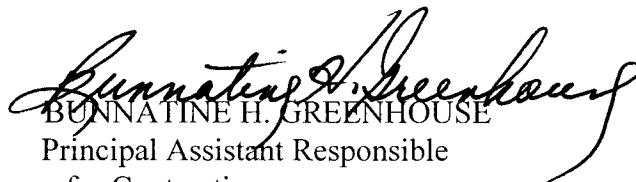
MEMORANDUM FOR COMMANDER/DIRECTORS, ALL USACE COMMANDS,
ATTN: DIRECTOR/CHIEFS OF CONTRACTING

SUBJECT: PARC Instruction Letter 2002-15, Defense Finance and Accounting Service (DFAS)
Final Guidance 0100-01-0001 on Receipt of Contractual Documents via Microsoft (MS) Outlook
Electronic Mail (E-mail)

1. Reference enclosed Memorandum dated 1 May 2002, SAB.
2. This PARC Instruction Letter 2002-15 is issued to reemphasize the compliance with DFAS's required guidance concerning the receipt of contractual documents via electronic mail per the enclosed DFAS memorandum dated 1 May 2002 and its Attachment 1.
3. It is imperative that the USACE community keep informed that all contractual documents going to DFAS payment offices for processing are required to follow the guidelines established in the DFAS guidance memorandum.
4. The POC for this action is Sylvia J. Moody, CEPR-P, 202-761-4700, e-mail: sylvia.j.moody@hq02.usace.army.mil.

FOR THE COMMANDER:

Encl


BUNNATINE H. GREENHOUSE
Principal Assistant Responsible
for Contracting



**DEFENSE FINANCE AND ACCOUNTING SERVICE
COLUMBUS CENTER**

P.O. BOX 182317
COLUMBUS, OHIO 43218-2317

IN REPLY
REFER TO DFAS-BA/CC

MAY 01 2002

MEMORANDUM FOR DIRECTOR, CONTRACT PAY SERVICES
DIRECTOR, VENDOR PAY SERVICES
DIRECTOR, VENDOR PAY ARMY SUPPORT
DIRECTOR, VENDOR PAY AIR FORCE SUPPORT
DIRECTOR, VENDOR PAY NAVY SUPPORT
DIRECTOR, VENDOR PAY MARINE CORPS/DEFENSE
AGENCIES SUPPORT
VENDOR PAY SITE MANAGERS

SUBJECT: Final Guidance 0100-01-0001, Receipt of Contractual Documents via Microsoft
(MS) Outlook (E-mail)

This memorandum is issued to provide final guidance on the above stated subject. While numerous comments and concerns have been received and taken into consideration regarding this subject, the policy remains the same. Contractual documents received via e-mail will not be accepted for processing. This guidance applies to all DFAS payment offices. This includes contracts, modifications, certified invoices, receiving reports, and modifications received in response to DD Form 1716 deficiency reports. In addition, any other documents/acceptances that require certification or signature will not be accepted via e-mail.

Contractual documents received via e-mail are not secure documents. The validity and integrity of the documents are, inherently, in question. Most, if not all, documents may be created to an Adobe Acrobat image and submitted for processing. Consequently, input personnel have no way of positively verifying the presumed sender of the document(s).

Reference Title 5 of the Code of Federal Regulations (CFR), Part 1315, Section 4(c)(3), which states in part, "Any media which produce tangible recordings of information in lieu of "written" or "original" paper document equivalents should be used by agencies to expedite the payment process, rather than delaying the process by requiring "original" paper documents. Agencies should ensure adequate safeguards and controls to ensure the integrity of the data and to prevent duplicate processing."

FAR Subpart 4.502(b) states in part, "Agencies may exercise broad discretion in selecting the hardware and software that will be used in conducting electronic commerce..." Similarly, FAR Subpart 4.502(c) states, "Before using electronic commerce, the agency head shall ensure that the agency systems are capable of ensuring authentication and confidentiality commensurate with the risk and magnitude of the harm from loss, misuse, or unauthorized access to or modification of the information."

DFAS does recognize the need to remain technologically competitive. We are constantly striving to provide the best service possible in the most effective and efficient manner possible. In complying with the regulations as referenced above, we must all remain cognizant of approved electronic initiatives such as Electronic Document Access (EDA), Electronic Data Interchange (EDI), Electronic Document Management (EDM), Web Invoicing (WInS), and Wide Area Workflow (WAWF). These initiatives

serve to increase our efficiency while affording the appropriate level of internal controls necessary to ensure information integrity.

We encourage the use of electronic initiatives. However, please be cognizant that Contracting Offices must ensure quality control criteria are met prior to electronic submission. DFAS payment offices will accept EDA submissions from Contracting Offices only after quality assurance has been met. The EDA certification process and the subsequent issuance of a signed Memorandum of Agreement (MOA) are controlled by DFAS Arlington. DFAS payment offices will not accept EDA documents for processing until the Vendor Pay Site Manager has received a copy of the signed MOA. Attached is a brief description of each electronic initiative (Attachment 1) and its certification process, as applicable. Additional information on these and other initiatives may be obtained at <http://www.DFAS.mil/ccedi>.

DFAS has made progress in reducing the volume of hard copy documents while working solely from electronic images. Within these processes, controls have been established to address the issue of information integrity. In addition, while the approved electronic initiatives provide the desired objective of a paperless environment, contractual documents may continue to be submitted via the U.S. Postal Service or via facsimile machine (FAX). However, the payment system in use will determine the most efficient of the approved methods to use for document distribution. DFAS must continue to ensure that adequate internal controls are in place to successfully perform our business; we must accomplish this while simultaneously maintaining the integrity of data received from outside sources.

Locations which receive e-mail documents for processing must ensure that prompt responses are provided. Accordingly, upon receipt of the types of electronic documents specified in the first paragraph of this memorandum, the sender must be notified, via "reply" e-mail, that this mode of document distribution is unacceptable. These documents must be submitted via one of the previously referenced modes of distribution/transmission (EDA, EDI, EDM, WInS, U.S. Postal Service, or FAX).

This guidance has been coordinated with DFAS Arlington and the Columbus site DCMA Liaison Office, and a copy will be provided to both offices. It is requested that the DCMA and DFAS liaison offices (located at the Columbus site) disseminate to their respective constituents upon receipt.

Limited hard copies of this guidance will be disseminated. It may be accessed via the Infoweb at <https://infoweb.dfas.mil/cps/cp/index.htm>. Under Commercial Pay Business Line search for the following: 0100-01-0001, Receipt of Contractual Documents via Microsoft (MS) Outlook (E-mail).

Questions on the above may be addressed to Ms. Tracy Passmore, DFAS-BAP/CC, at DSN 869-9434 or 614 693-9434.



JoAnn Boutelle
Director, Commercial Pay Services

Attachment
As stated

cc:
DFAS Accounting Services and Client Executives
Director of Finance, Arlington
Director of Accounting, Arlington

Director of Internal Review, Arlington

DFAS-BKJN/CC

DFAS-BKJS/CC

DFAS-BKJW/CC

DFAS-GA/CO

DFAS-HOF/CO

DFAS Liaison Offices

DCMA Liaison Office

FEA Supervisors

Approved Electronic Initiatives with Certification Process (as applicable)

Electronic Document Access (EDA):

EDA uses Internet and World Wide Web technology to share documents across the Department. EDA offers read only access to official contracts and modifications, vouchers, Government Bills of Lading, and accounting and finance documents in a common file format that eliminates the need for DoD users to maintain hard copy files.

Certification Process: Contracting offices must meet predetermined quality assurance criteria. The quality assurance evaluation is performed jointly by the source activity (i.e. Air Force, Army, DLA, Navy), Commercial Pay Business Line, DFAS Arlington, and/or Program Office. When an acceptable level of EDA quality is reached and maintained by a Contracting Office, DFAS Arlington and the Commercial Pay Services Director will sign a Memorandum of Agreement (MOA) agreeing to process its applicable EDA contracts and modifications.

Electronic Data Interchange (EDI):

EDI is the computer to computer exchange of routine business information in a standard format. Working with the contracting and vendor communities, DFAS has implemented EDI transactions to support contracting, entitlement, and accounting processes. These EDI transaction sets eliminate the need to re-enter critical contract data in our entitlement systems and accounting systems.

Certification Process: DFAS has implemented the use of EDI850s created from the various Contract Writing Systems to send contractual information electronically. Each Contract Writing System must follow the standard format of the Implementation Convention Guide (ICG) for EDI850. The format must meet the receiving system's criteria and edits to ensure data integrity. When an acceptable level of EDI850 transactions have been met, DFAS Arlington, the Commercial Pay Services Director, DCMA, and the Contract Writing System representative will sign a certification agreeing to specific processing rules applicable to contracts.

EDI Invoicing:

DFAS has implemented the use of EDI for the submission of commercial invoices for the Standard Automated Material Management System (SAMMS) contracts; requests for progress payment, public vouchers, and commercial invoices for the Mechanization of Contract Administration Services (MOCAS) system contracts; and commercial invoices for the Standard Accounting and Reporting System (STARS) contracts.

Certification Process: Before testing can begin, contractors' cage codes and DUNS numbers must be validated in the CCR. In addition, the Value Added Network (VAN) registration form must be completed to include VAN identifiers. Additionally, contractors are required to perform testing with a test partner at DFAS in order to ensure they have adequate knowledge of the system requirements. Once accomplished, the contractor's profile is set to production to allow submittal of their live data.

Electronic Document Management (EDM):

EDM provides users with on-line access to financial documents and information, advances the application of new methods and technologies, resolves the management of large volumes of hard copy documents, ensures the consistent implementation of business practices throughout DFAS, improves customer service, and reduces operating costs. EDM technology involves the collective application of three tools: imaging, electronic foldering, and workflow. Together, these tools automate the presentation of material in the integration of business applications and the standardization of business processes.

This is an internal process used within DFAS. Other government users or vendor access is not present at this time. Therefore, a certification process has yet to be identified.

Web Invoicing (WInS):

WInS enables current paper based vendors to send invoices electronically with little or no cost. Vendors enter their invoices into templates on a DFAS owned Web server that processes and routes the invoices to the appropriate payment system. The vendor gains all the benefits of submitting their invoices electronically but eliminates the normal telecommunications cost associated with EDI.

Certification Process: WInS is our Web based Invoicing System, utilized by contractors to submit invoices to DFAS entitlement systems at no charge (with the exception of a one time start up cost for those contractors who perform batch processing). Before testing can begin, contractors' cage codes and DUNS numbers must be validated in the CCR. Additionally, contractors are required to perform testing with a test partner at DFAS in order to ensure they have adequate knowledge of the system requirements. Once accomplished, the contractor's profile is set to production to allow submittal of their live data.

Wide Area WorkFlow (WAWF):

The WAWF Prototype supports DoD efforts to reduce unmatched disbursements in the DoD receipt, acceptance, entitlement, and payment process through sharing data and electronic documents. WAWF provides a technical approach for integrating and applying EDM, EDW, EDA, and EDI solutions with web interactive forms in a prototype business solution. The goal is to enable authorized Defense contractors and DoD personnel to access the documents required for a payment action in a "paperless" environment by creating a virtual contract payment folder.

Certification Process: Each source activity (i.e. Air Force, Army, DLA, Marines, Navy) has a Joint Review Board (JRB). The JRBs have voting members who each determine when an acceptable level of functionality has been reached for its applicable site deployment.